

POSITION DESCRIPTION

GENERAL PURPOSE

Performs professional, technical, and administrative work for the Department of Planning and Zoning. Coordinates review of various development applications and plans for consistency with local ordinances. Performs routine site inspections and responds to inquiries and concerns from the general public, developers, design professionals, and contractors. Assists the Planning Commission and Board of Zoning Appeals.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Director of Planning & Zoning.

SUPERVISION EXERCISED

May supervise employees as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists the Director of the Planning and Zoning Department in the overall operation of the Department.

Assists with implementation of the Erosion & Sediment Control Ordinance, including administration, inspection, and/or plan review.

Provides technical assistance related to the Chesapeake Bay Preservation Act, Erosion and Sediment Control Ordinance, Subdivision Ordinance, and Zoning Ordinance,

Responds to complaints of potential code violations relating to signing, nuisances, or other conditions, land use, zoning, dumping, clearing, grading, filling, polluting, or other code related matters.

Conducts field investigations of potential violations; gathers evidence; questions complainants, witnesses and suspects; compares facts to code requirements; makes findings; and issues warnings, correction notices, or citations.

Meets with owners, tenants, contractors, developers, businesses, etc. to review and explain code requirements and violations or potential violations; secures code compliance.

Reviews applications for zoning permits, subdivisions, site plans, business clearances and Chesapeake Bay Preservation Area approvals including calculation of impact area and resultant mitigation area; verifies applications for accuracy and completeness; assists the general public in completion of applications.

Advises applicants on regulations and procedures involving zoning and subdivision text amendments, rezoning, conditional use permit, variance and appeal requests. Prepares staff analysis with recommendation and conditions, if applicable, and presents staff position to the Planning Commission and Board of Zoning Appeals.

Researches and responds to inquiries from local, state and federal agencies, developers, surveyors, realtors, lawyers, officials in other localities, and the general public regarding current land uses, future land use or areas and status reports of current zoning cases; researches previously issued permits as requested.

Drafts and distributes a variety of correspondence, memoranda, notices, flyers, brochures, media releases, and reports relating to code enforcement issues and actions.

Maintains a variety of logs and records related to inspection and enforcement activities; prepares recommendations for amendments and additions to codes or regulations, which relate to the position.

Assists in obtaining, enhancing, preparing or presenting exhibits or other evidence in court as required.

PERIPHERAL DUTIES

Serves as a member of various employee committees.

Performs other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's degree, preferably in a related field of study such as Planning, Public Administration, or Environmental Science;
- Relevant experience related to environmental compliance, building inspection, land use planning, landscaping, site planning, public administration or a related field, or

- Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Some knowledge of code enforcement principles, practices and methods as applicable to a municipal setting; working knowledge of applicable laws, standards and regulations relating to various land use, environmental, nuisance, and public safety codes; working knowledge of inspection techniques;
- Skill in operating the listed tools and equipment;
- Ability to prepare, organize and maintain inspection field data, reports and systems; Ability to analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions; Ability to comprehend and articulate complex facts and relationships in detail and to summarize and write clearly, concisely and legibly, and to testify in court in an objective, concise, and professional manner; Ability to produce or obtain reports, graphs, charts, photographs or the evidence or exhibits; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with citizens, employees, supervisors and the general public; Ability to follow verbal and written instructions; Ability to handle stressful situations and effectively deal with difficult or angry people.

SPECIAL REQUIREMENTS

Must possess a valid State driver's license or have the ability to obtain one prior to employment.

TOOLS AND EQUIPMENT USED

Personal computer, including word-processing and database software; motor vehicle; phone; copy and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in field settings. Considerable outdoor work is required in the inspection of various land uses and other matters. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.